

**Technical and Professional**

# **Curriculum Content Frameworks for Exploring Industrial Technology Education**

**Curriculum Content Frameworks for  
Exploring Industrial Technology Education  
Developed by the  
Arkansas Department of Workforce Education**

**State of Arkansas  
Department of Workforce Education**

**August 2005**

## **Notice to the Reader**

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## **Preface**

The Technical and Professional Education program continues to prepare students for employment and continuing education. To accomplish this preparation, teachers and employers have collaborated to modify individual programs to ensure that instruction is current and comprehensive. This document reflects essential competencies as well as many aspects of technology in industry as required by the Carl D. Perkins Act. The curriculum content frameworks for all Technical and Professional Education programs can be accessed through the Department of Workforce Education Web site, <http://dwe.arkansas.gov/CurriculumFrameworks/indexframeworks.htm>.

## Foreword

The curriculum content framework *Exploring Industrial Technology Education* supports the courses that prepare students for many career roles in Technical and Professional Education programs of study. The course may be sequenced with a variety of career and technical courses to form a specialization to prepare students for careers and support additional education and training in engineering and technology.

Career Family: Science, Technology, Engineering, and Mathematics

Career Area: Engineering and Technology

Career Role CIP Code

15.1302 CAD Drafting and Design Technician

15.1303 Architectural Drafting/Architectural CAD

15.0303 Electrical, Electronic, and Communications, Engineering Technology

15.0805 Mechanical Engineering/Mechanical Technology/Technician

O-NET

17-3011.00 Architectural and Civil Drafters

17-3013.00 Mechanical Drafters

17-3023.01 Electronic Engineering Technicians

17-3027.00 Mechanical Engineering Technicians

## **Acknowledgments**

The *Exploring Industrial Technology Education* curriculum content framework was produced by a team of developers from the University of Arkansas at Little Rock and representatives from industry and education. A panel of experts in the field of engineering and technology reviewed the information included in the framework. The format and content of the framework reflect the specific training needs within the state of Arkansas. The framework content and format are modeled after a document originally developed by a writing team under the auspices of the Virginia Department of Education. Grateful appreciation is expressed to the Virginia Department of Education for granting the Arkansas Department of Workforce Education access to its instructional frameworks.

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# Introduction

## About the Program

Exploring Industrial Technology Education (EITE) is an instructional program designed to develop initial technological literacy. EITE provides instruction on the concepts, processes, and systems that are uniquely technological. These include the evolution, utilization, and significance of technology as related to industry, its organization, personnel, systems, techniques, resources, and products.

## About the Document

- Section 1 contains a master duty/task list for the *Exploring Industrial Technology Education* courses.
- Section 2 contains an analysis of each task, consisting of the task, task definition, and process/skill questions to evaluate acceptable performance. All tasks have been designated essential. Essential tasks are those that must be achieved by every student pursuing the completion of the *Exploring Industrial Technology Education* courses.
- Section 3 lists the Arkansas Standards of Learning for language arts, mathematics, and science that are reinforced by instruction in the *Exploring Industrial Technology Education* courses. Academic skills in these areas are necessary for the mastery of a number of tasks performed by engineers and technicians on the job.

## Program Description

399150 Exploring Industrial Technology Education I (7<sup>th</sup> and 8<sup>th</sup> Grade)  
399160 Exploring Industrial Technology Education II (7<sup>th</sup> and 8<sup>th</sup> Grade)  
494010 Exploring Industrial Technology Education I (9<sup>th</sup> Grade)  
494020 Exploring Industrial Technology Education II (9<sup>th</sup> Grade)

Exploring Industrial Technology Education includes instruction in applied science, specific technologies and their applications, and related methods of research and experimentation. Students are guided through a variety of exploratory learning experiences, knowledge, and competencies pertaining to all aspects of industry and technology. Technology Learning Activities will also assist individuals in making informed and meaningful occupational choices, as well as prepare them for entry into occupational training or education programs.

## Master Duty/Task Listing

### Exploring Industrial Technology Education I (EITE I)

### Exploring Industrial Technology Education II (EITE II)

National and state experts in the occupational field of engineering and technology have validated the duties and tasks in this section. Each is analyzed by identifying the following:

- a *duty/task statement*, which describes what the student is to do

Exploring Industrial Technology Education I	
<b>Communications</b>	
<b>DUTY A:</b>	
<b>Printing and Publishing</b>	
<b>Task:</b>	
<b>A 010: Overview of printing and publishing</b>	
<b>A 020: Desktop publishing technology</b>	
<b>A 030: Creating electronic documents</b>	
<b>A 040: Formatting electronic documents</b>	
<b>A 050: Entering/Editing text in electronic documents</b>	
<b>A 060: Importing graphics in electronic documents</b>	
<b>A 070: Printing documents with a desktop publishing system</b>	
<b>A 080: Saving and recalling documents</b>	
<b>DUTY B:</b>	
<b>Video Production</b>	
<b>Task:</b>	
<b>B 010: Overview of video technology</b>	
<b>B 020: Equipment used in video production</b>	
<b>B 030: Developing a storyboard</b>	
<b>B 040: Video camera techniques</b>	
<b>B 050: Video editing techniques</b>	

<b>Construction</b>
<b>DUTY C: Architectural Design</b>
<b>Task:</b>
<b>C 010: Overview of architectural design</b>
<b>C 020: Developing architectural plan drawings</b>
<b>C 030: Creating architectural floor plan drawings</b>
<b>C 040: Creating architectural elevation drawings</b>
<b>DUTY D: Bridges and Structural Systems</b>
<b>Task:</b>
<b>D 010: Overview of bridges and structural systems</b>
<b>D 020: Identifying bridges and structures</b>
<b>D 030: Types of bridges</b>
<b>D 040: Constructing model bridges</b>
<b>D 050: Testing model bridge components</b>
<b>Energy, Power, and Transportation</b>
<b>DUTY E: Automotive Design</b>
<b>Task:</b>
<b>E 010: The design process</b>
<b>E 020: Overview of automotive design</b>
<b>E 030: Characteristics of automotive design</b>
<b>E 040: Models, mockups, and prototypes</b>
<b>E 050: Creating automotive design sketches</b>
<b>E 060: Working with hand and power tools</b>
<b>E 070: Finishing techniques</b>
<b>DUTY F: Technology of Flight</b>
<b>Task:</b>
<b>F 010: Overview of the technology of flight</b>
<b>F 020: Components of an aircraft</b>
<b>F 030: Controlling an aircraft in flight</b>
<b>F 040: Performing a simulated flight for a small aircraft</b>

<b>Manufacturing</b>
<b>DUTY G: Computer-Aided Design (CAD)</b>
<b>Task:</b>
<b>G 010: Overview of technical drawing with CAD</b>
<b>G 020: Creating lines, arcs, and circles for technical drawings</b>
<b>G 030: Using CAD commands to aid technical drawing</b>
<b>G 040: Editing and modifying technical drawings with CAD</b>
<b>G 050: Drawing geometric shapes using CAD</b>
<b>G 060: Creating multiview technical drawings using CAD</b>
<b>G 070: Creating pictorial technical drawings using CAD</b>
<b>G 080: Using CAD to dimension technical drawings</b>
<b>G 090: Plotting technical drawings</b>
<b>DUTY H: Computer-Aided Manufacturing (Milling/Turning )</b>
<b>Task:</b>
<b>H 010: Overview of computer-aided manufacturing (CAM)</b>
<b>H 020: Equipment used for computer-aided manufacturing</b>
<b>H 030: Programming a CAM/CNC task</b>
<b>Exploring Industrial Technology Education II</b>
<b>Communications</b>
<b>DUTY I: Geographic Information Systems (GIS)</b>
<b>Task:</b>
<b>I 010: Overview of geographic information systems</b>
<b>I 020: Collecting geographic information</b>
<b>I 030: Analyzing aerial photography</b>
<b>I 040: Accessing GIS data sources</b>
<b>I 050: Creating maps from aerial photographs</b>

<b>Construction</b>
<b>DUTY J: Surveying</b>
<b>Task:</b>
<b>J 010: Overview of surveying</b>
<b>J 020: Survey technology</b>
<b>J 030: Describing the boundaries of a site</b>
<b>J 040: Setting up a transit and trip</b>
<b>J 050: Determining the elevation of a point</b>
<b>J 060: Determining the angle of a boundary line</b>
<b>Energy, Power, and Transportation</b>
<b>DUTY K: Electricity and Electronics</b>
<b>Task:</b>
<b>K 010: Overview of electricity and electronics technology</b>
<b>K 020: Tools used in electricity and electronics</b>
<b>K 030: Wiring electrical circuits</b>
<b>K 040: Wiring electronic circuits</b>
<b>Manufacturing</b>
<b>DUTY L: Robotics</b>
<b>Task:</b>
<b>L 010: Overview of robotics</b>
<b>L 020: Types of robots</b>
<b>L 030: Components of a robot</b>
<b>L 040: Using robotics technology</b>

## Task Definitions

### Exploring Industrial Technology Education

National and state experts in the field of technology education have validated tasks in this section. Each task is analyzed by identifying the following:

- a *task definition* (criteria for acceptable performance), which explains what the student has to do to perform the task at the expected level of mastery; and
- *process/skill questions*, which assess student knowledge and performance.

Tasks are arranged by instructional duty area only. The placement of tasks into specific courses and the sequencing of tasks for instruction are local decisions based on student needs, employer demand, and school schedules.

Exploring Industrial Technology Education I	
Communications	
DUTY A: Printing and Publishing	
Task:	
<b>A 010: Overview of printing and publishing</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• define terms related to printing and publishing technology</li> <li>• describe occupations using printing and desktop publishing</li> <li>• explain how different occupations use desktop publishing systems</li> </ul>	
Process/Skill Questions	
<b>A 020: Desktop publishing technology</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• trace the technological history of the printing and publishing industry</li> <li>• describe traditional printing techniques and processes</li> <li>• describe desktop publishing techniques and processes</li> <li>• identify types of documents that can be created using desktop publishing</li> <li>• identify equipment needed for a desktop publishing system</li> <li>• identify features of software for a desktop publishing system</li> </ul>	
Process/Skill Questions	

**A 030: Creating electronic documents**

*Definition:* Process should include the following:

- describe the process to create an electronic document with a desktop publishing system
- create an electronic document using a desktop publishing system
- create a document meeting pre-defined specifications with a desktop publishing system
- run a spelling and grammar checking operation on an electronic document

Process/Skill Questions

**A 040: Formatting electronic documents**

*Definition:* Process should include the following:

- describe justification of text for a document (left, centered, right)
- describe settings for margins, indents, and line spacing in electronic documents
- change settings for formatting in an electronic document
- create and save a document format on a desktop publishing system

Process/Skill Questions

**A 050: Entering/Editing text in electronic documents**

*Definition:* Process should include the following:

- describe the process to change font type and size of fonts for an electronic document
- describe the process to insert and delete text from an electronic document
- describe the process to cut and paste text in an electronic document
- use software commands to locate specific words in an electronic document
- proof an electronic document on screen to detect errors in spelling and grammar
- use editing commands to manipulate text in an electronic document

Process/Skill Questions

**A 060: Importing graphics in electronic documents**

*Definition:* Process should include the following:

- describe the process to insert graphics in an electronic document
- describe the process to create a text box or graphics box in an electronic document
- create a text box or graphics box in an electronic document
- insert graphics in an electronic document

Process/Skill Questions

### **A 070: Printing documents with a desktop publishing system**

*Definition:* Process should include the following:

- distinguish between types of printers used with desktop publishing systems
- describe print settings necessary to print a document with a desktop publishing system
- print a document using a desktop publishing system

Process/Skill Questions

### **A 080: Saving and recalling documents**

*Definition:* Process should include the following:

- describe the process to save an electronic document on a desktop publishing system
- describe and follow file naming guidelines when saving documents
- save a document created with a desktop publishing system
- describe the process to recall an electronic document for editing on a desktop publishing system
- recall a document created with a desktop publishing system

Process/Skill Questions

### **DUTY B:**

### **Video Production**

#### **Task:**

### **B 010: Overview of video technology**

*Definition:* Process should include the following:

- define terms related to video technology
- describe occupations in the video editing and television broadcast industry
- explain how different occupations use video technology
- trace the technological history of the television and video industry

Process/Skill Questions

### **B 020: Equipment used in video production**

*Definition:* Process should include the following:

- identify common equipment used in video production
- identify common features of equipment used in video production
- explain the function of features used on video production equipment
- demonstrate the editing of video clips
- demonstrate the use of special effects using video editing techniques

Process/Skill Questions

### **B 030: Developing a storyboard**

*Definition:* Process should include the following:

- identify the purpose for creating a storyboard
- describe techniques for developing a storyboard
- create a storyboard for a video

Process/Skill Questions

### **B 040: Video camera techniques**

*Definition:* Process should include the following:

- explain techniques for shooting video
- explain the purpose of various controls of a video camera
- set up a video camera for shooting video footage
- demonstrate the use of various video camera controls
- demonstrate techniques to shoot video footage

Process/Skill Questions

### **B 050: Video editing techniques**

*Definition:* Process should include the following:

- describe the process of editing video footage
- describe the adding of special effects to enhance video
- use techniques to create special effects in a video
- edit video using a video editing system
- describe techniques to add audio to a video
- add audio to a video composition

Process/Skill Questions

## **Construction**

### **DUTY C:**

### **Architectural Design**

#### **Task:**

### **C 010: Overview of architectural design**

*Definition:* Process should include the following:

- define terms related to architectural design
- identify architectural structures considered significant in world history
- identify typical architectural components of a building
- describe occupations related to architectural design
- explain how different occupations use architectural design

Process/Skill Questions

**C 020: Developing architectural plan drawings**

*Definition:* Process should include the following:

- describe the necessity for architectural plans for construction
- list types of architectural plans required for residential and commercial construction
- describe characteristics of the different types of architectural drawings
- identify features of a home on a floor plan by recognizing architectural symbols
- identify features of a home on an elevation plan by recognizing architectural symbols

Process/Skill Questions

**C 030: Creating architectural floor plan drawings**

*Definition:* Process should include the following:

- identify building components included on a residential floor plan
- describe techniques for using the Alphabet of Lines for creating floor plan drawings
- describe symbols used to represent various components on a floor plan drawing
- develop the sketch of a simple floor plan, including lines and symbols for walls, doors, windows, and cabinetwork
- create a simple floor plan including lines and symbols for walls, doors, windows, and cabinetwork
- insert symbols for lights, electrical outlets, plumbing fixtures, and major appliances on a floor plan drawing

Process/Skill Questions

**C 040: Creating architectural elevation drawings**

*Definition:* Process should include the following:

- describe characteristics of various architectural styles
- identify exterior components included on an elevation drawing
- describe techniques used to lay out details of exterior features on an elevation drawing
- draw the outline of exterior features for a residential building
- locate windows and doors on an elevation drawing
- develop architectural details for doors, windows, columns, roof, soffits, and gables for the front elevation of a residential structure
- add surface textures to an elevation drawing
- place architectural notes on elevation drawings to describe exterior features and finishes

Process/Skill Questions

<b>DUTY D:</b> <b>Bridges and Structural Systems</b>
<b>Task:</b>
<b>D 010: Overview of bridges and structural systems</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• define terms related to bridges and structural systems</li> <li>• describe occupations related to bridges and structural systems</li> <li>• explain the part various occupations play in the construction of bridges and structures</li> </ul> Process/Skill Questions
<b>D 020: Identifying bridges and structures</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• identify significant structures in your community</li> <li>• describe the distinguishing characteristics of structures in your community</li> <li>• describe the uses for bridges in your community</li> <li>• describe the distinguishing characteristics of bridges in your community</li> </ul> Process/Skill Questions
<b>D 030: Types of bridges</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• identify typical bridge types and describe their characteristics</li> <li>• identify geometric shapes useful in bridge construction</li> <li>• label structural components of various types of bridges</li> <li>• describe methods used to reinforce joints in bridge structures</li> </ul> Process/Skill Questions
<b>D 040: Constructing model bridges</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• design a model bridge with predetermined specifications</li> <li>• utilize measuring instruments to construct a model bridge to predetermined specifications</li> <li>• describe methods to reinforce model bridge joints</li> </ul> Process/Skill Questions

**D 050: Testing model bridge components**

*Definition:* Process should include the following:

- test a model bridge to determine the structural integrity of its design
- predict model bridge structural behavior based on records of previous test results
- keep a record of model bridge structural test results

Process/Skill Questions

**Energy, Power, and Transportation****DUTY E:  
Automotive Design****Task:****E 010: The design process**

*Definition:* Process should include the following:

- define terms related to design and the design process
- describe how various occupations use the design process
- demonstrate the process of “brainstorming”
- outline and describe what happens in the formal steps of the design process

Process/Skill Questions

**E 020: Overview of automotive design**

*Definition:* Process should include the following:

- define terms related to automotive design
- describe occupations related to automotive design
- explain how various occupations are involved in automotive design

Process/Skill Questions

**E 030: Characteristics of automotive design**

*Definition:* Process should include the following:

- describe steps the automotive industry uses in developing an automotive design
- describe mechanical and aesthetic characteristics of good automotive design
- describe factors affecting aerodynamic characteristics of an automotive design
- describe techniques for creating thumbnail sketches of preliminary designs
- describe the need to consider alternative solutions in the automotive design process

Process/Skill Questions

**E 040: Models, mockups, and prototypes**

*Definition:* Process should include the following:

- distinguish between a model, a mockup, and a prototype
- describe methods to create a model of an automotive design
- describe methods to create a prototype of an automotive design

Process/Skill Questions

**E 050: Creating automotive design sketches**

*Definition:* Process should include the following:

- describe criteria for a sound design of a CO2 racer
- describe elements of the design process for a CO2 racer
- produce preliminary and final sketches for a CO2 racer
- evaluate a design for compliance with design criteria for a CO2 racer
- produce alternative designs for a CO2 racer

Process/Skill Questions

**E 060: Working with hand and power tools**

*Definition:* Process should include the following:

- identify safety precautions for working with hand and power tools
- identify reasons for wearing eye safety protection when working with hand and power tools
- transfer measurements from sketches to produce a CO2 racer
- demonstrate the use of modeling tools and techniques used in wood modeling processes

Process/Skill Questions

**E 070: Finishing techniques**

*Definition:* Process should include the following:

- describe finishing techniques used with wood models
- describe techniques for rough and finish sanding of wood surfaces
- identify safety precautions for using aerosol spray finishes
- describe the cause and solution for defects in painted surfaces
- evaluate the surface preparation and finished surfaces of a CO2 racer for defects

Process/Skill Questions

**DUTY F:**  
**Technology of Flight**

**Task:**

**F 010: Overview of the technology of flight**

*Definition:* Process should include the following:

- trace the technological history of flight
- define terms related to flying and flight technology
- describe occupations related to flight technology
- explain the involvement of different occupations in flight technology
- identify types of aircraft currently in use today

Process/Skill Questions

**F 020: Components of an aircraft**

*Definition:* Process should include the following:

- identify components of an airplane, indicating those controlling the flight of the craft
- describe how lift is created by the wing of an aircraft
- describe types of material used in constructing different types of aircraft
- describe the use of exterior lighting for night flight used on an aircraft

Process/Skill Questions

**F 030: Controlling an aircraft in flight**

*Definition:* Process should include the following:

- identify the control surfaces of an aircraft
- describe the functions of an airplane's flight control surfaces
- describe how control surfaces are used to steer an aircraft
- describe the function of instruments on an aircraft flight control panel (altimeter, air speed, artificial horizon)

Process/Skill Questions

**F 040: Performing a simulated flight for a small aircraft**

*Definition:* Process should include the following:

- prepare a flight plan for a simulated flight of 100 miles
- identify typical items in a pre-flight check
- identify the "go" status of items in a pre-flight check
- demonstrate a pre-flight check for a planned flight of 100 miles
- demonstrate takeoff, landing, and taxiing using a flight simulator
- demonstrate ascending, descending, and turning on a flight simulator

Process/Skill Questions

<b>Manufacturing</b>
<b>DUTY G: Computer-Aided Design (CAD)</b>
<b>Task:</b>
<p><b>G 010: Overview of technical drawing with CAD</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• define terms related to technical drawings</li> <li>• define terms related to computer-aided design</li> <li>• describe occupations using computer-aided design</li> <li>• identify types of drawings considered to be “technical drawings”</li> <li>• describe advantages of using a CAD system over traditional drafting methods</li> <li>• describe equipment necessary for a CAD system</li> </ul> <p>Process/Skill Questions</p>
<p><b>G 020: Creating lines, arcs, and circles for technical drawings</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• describe the use of the Alphabet of Lines for creating technical drawings</li> <li>• describe techniques for creating lines, arcs, and circles using a CAD system</li> <li>• describe techniques for placing lines, arcs, and circles in specific locations on a technical drawing using a CAD system</li> <li>• connect lines, arcs, and circles to form views, using a CAD system</li> </ul> <p>Process/Skill Questions</p>
<p><b>G 030: Using CAD commands to aid technical drawing</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• save and recall a drawing using a CAD system</li> <li>• describe CAD commands designed to aid in producing technical drawings</li> <li>• use CAD commands to “snap” to points, lines, arcs, and circles on a technical drawing</li> <li>• use CAD zoom commands to enlarge and reduce parts of a technical drawing</li> </ul> <p>Process/Skill Questions</p>
<p><b>G 040: Editing and modifying technical drawings with CAD</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• describe common commands used to edit and modify drawings using CAD</li> <li>• use CAD commands to delete, copy, move, mirror, paste, and rotate lines, arcs, and circles on a CAD drawing</li> </ul> <p>Process/Skill Questions</p>

**G 050: Drawing geometric shapes using CAD**

*Definition:* Process should include the following:

- describe procedures to create geometric figures using a CAD system
- demonstrate construction of geometric shapes by constructing lines, arcs, and circles using a CAD system
- draw triangles, squares, hexagons, and octagons, using a CAD system

Process/Skill Questions

**G 060: Creating multiview technical drawings using CAD**

*Definition:* Process should include the following:

- define terms related to multiview drawing
- describe what is meant by the term “orthographic projection”
- explain how different occupations use multiview drawings
- describe procedures to create a multiview drawing using a CAD system
- describe procedures to transfer the size and location of features between the views of a multiview drawing
- transfer the size and location of features between the views of a multiview drawing
- create multiview drawings using a CAD system
- save, recall, and plot multiview technical drawings

Process/Skill Questions

**G 070: Creating pictorial technical drawings using CAD**

*Definition:* Process should include the following:

- define terms related to pictorial drawing
- describe what is meant by the term “pictorial drawing” and “isometric drawing”
- explain how different occupations use pictorial drawings
- describe procedures to create lines, arcs, and circles on an isometric pictorial drawing using a CAD system
- create isometric pictorial drawings, using a CAD system
- save, recall, and plot pictorial drawings

Process/Skill Questions

**G 080: Using CAD to dimension technical drawings**

*Definition:* Process should include the following:

- describe CAD commands used to dimension technical drawings
- demonstrate the use of CAD commands to place dimension lines on a technical drawing
- demonstrate the use of CAD commands to create leaders on a technical drawing
- demonstrate CAD commands to place technical notes on a drawing
- demonstrate CAD commands to place size and location dimensions on a technical drawing

Process/Skill Questions

## **G 090: Plotting technical drawings**

*Definition:* Process should include the following:

- trace the technological history of drawing reproduction methods
- identify technology and types of equipment used to reproduce CAD drawings
- describe the procedure to produce a plotted copy of a CAD drawing
- describe procedures to plot a drawing to scale on a CAD system
- plot a drawing using a CAD system
- plot a drawing that includes a title block and border, using a CAD system
- plot a drawing to scale, using a CAD system

Process/Skill Questions

## **DUTY H:**

### **Computer-Aided Manufacturing (Milling/Turning )**

#### **Task:**

## **H 010: Overview of computer-aided manufacturing (CAM)**

*Definition:* Process should include the following:

- define terms related to computer-aided manufacturing technology
- describe the process of computer-aided manufacturing (CAM)
- describe occupations using CAM technology
- explain how different occupations use CAM technology
- describe safety precautions for working with machine tooling equipment

Process/Skill Questions

## **H 020: Equipment used for computer-aided manufacturing**

*Definition:* Process should include the following:

- identify equipment used for computer-aided manufacturing
- explain the manufacturing processes of milling and turning
- describe the purpose of CAD/CAM software
- describe actions produced by common G and M codes
- describe the major parts of a bench lathe used for turning
- describe the major parts of a vertical milling machine

Process/Skill Questions

## **H 030: Program a CAM/CNC task**

*Definition:* Process should include the following:

- describe movements along the X and Y axes found on a CNC lathe
- describe movements along the X and Y axes found on a CNC router
- describe movements along the X, Y, and Z axes found on a vertical CNC milling machine
- enter codes for a CAM/CNC program to produce machining movements

Process/Skill Questions

Exploring Industrial Technology Education II
<b>Communications</b>
<b>DUTY I:</b>
<b>Geographic Information Systems (GIS)</b>
<b>Task:</b>
<p><b>I 010: Overview of geographic information systems</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• define terms related to geographic information systems and geospatial technology</li> <li>• describe occupations using geographic information systems and geospatial technology</li> <li>• explain how different occupations use geographic information systems</li> <li>• explain how different occupations use geospatial technology</li> </ul> <p>Process/Skill Questions</p>
<p><b>I 020: Collecting geographic information</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• discuss types of information that can be analyzed in a geographic manner</li> <li>• describe methods of obtaining GIS information</li> <li>• develop a database of information about your school</li> <li>• describe features of GIS software programs</li> </ul> <p>Process/Skill Questions</p>
<p><b>I 030: Analyzing aerial photography</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• identify historical and prominent buildings on an aerial photo of your community</li> <li>• identify land features on an aerial photo of your community</li> <li>• use an aerial photo to categorize land use</li> <li>• use GIS data to draw conclusions about your community</li> </ul> <p>Process/Skill Questions</p>
<p><b>I 040: Accessing GIS data sources</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• access aerial photos on the Internet</li> <li>• identify sources of aerial photographs and GIS information</li> <li>• access population information from the most recent census for your community</li> <li>• access rainfall information about your region</li> <li>• access geologic information on your community</li> </ul> <p>Process/Skill Questions</p>

## **I 050: Creating maps from aerial photographs**

*Definition:* Process should include the following:

- create a map using an aerial photograph
- describe the process of remote sensing
- create a map to display demographic information

Process/Skill Questions

## **Construction**

### **DUTY J: Surveying**

#### **Task:**

## **J 010: Overview of surveying**

*Definition:* Process should include the following:

- define terms related to survey technology
- describe occupations using survey technology
- explain how different occupations use survey technology

Process/Skill Questions

## **J 020: Survey technology**

*Definition:* Process should include the following:

- identify events in history in which maps have played a significant role
- describe careers in the survey industry
- identify basic pieces of equipment used in making a land survey
- describe the purpose for equipment used in making a land survey
- describe uses of modern survey technologies

Process/Skill Questions

## **J 030: Describing the boundaries of a site**

*Definition:* Process should include the following:

- describe what is meant by the term “legal description”
- explain how the angle and direction of property boundary lines are described
- describe reasons for needing a legal description of property
- sketch the layout of a piece of property based on the legal description

Process/Skill Questions

**J 040: Setting up a transit and tripod**

*Definition:* Process should include the following:

- describe the procedure for setting up a tripod over a specific point
- describe the procedure for leveling a transit
- set up and level a transit over a given point

Process/Skill Questions

**J 050: Determining the elevation of a point**

*Definition:* Process should include the following:

- describe the procedure for establishing a “known elevation” of a point or benchmark
- describe the procedure for calculating the difference in elevation of two points
- calculate the difference in elevation of two points

Process/Skill Questions

**J 060: Determining the angle of a boundary line**

*Definition:* Process should include the following:

- describe the procedure for establishing a known “direction” or benchmark
- calculate the angle between two boundary lines of a property
- lay out a 120-degree angle, using a transit and rod
- lay out a 90-degree corner, using a transit and rod

Process/Skill Questions

**Energy, Power, and Transportation****DUTY K:****Electricity and Electronics****Task:****K 010: Overview of electricity and electronics technology**

*Definition:* Process should include the following:

- define terms related to electricity and electronics technology
- describe occupations related to electricity and electronics technology
- explain how different occupations use electricity and electronics technology

Process/Skill Questions

**K 020: Tools used in electricity and electronics**

*Definition:* Process should include the following:

- identify hand tools used for working with electricity and electronics
- describe test instruments used for measurement with electrical and electronic circuits
- describe safety precautions for working with electricity and electronics

Process/Skill Questions

**K 030: Wiring electrical circuits**

*Definition:* Process should include the following:

- describe types of electrical circuits
- describe components used in electrical circuits
- wire electrical components to form complete electrical circuits
- describe the procedure for measuring values in electric circuits using a digital volt/ohmmeter (DVOM)
- measure values in electric circuits, using a DVOM

Process/Skill Questions

**K 040: Wiring electronic circuits**

*Definition:* Process should include the following:

- describe types of electronic circuits
- describe components used in electronic circuits
- wire electronic components to form complete electronic circuits
- describe the procedure for measuring values in electronic circuits using a digital volt/ohmmeter (DVOM)
- wire electronic components to form complete circuits

Process/Skill Questions

**Manufacturing****DUTY L:****Robotics****Task:****L 010: Overview of robotics**

*Definition:* Process should include the following:

- trace the technological history of robotics technology
- define terms related to robotics technology
- explain how different occupations use robotics technology
- describe a manufacturing task where robotics technology is used
- identify occupations where robots play a major role in the manufacturing process

Process/Skill Questions

**L 020: Types of robots**

*Definition:* Process should include the following:

- describe distinguishing characteristics of various types of robots
- describe advantages and disadvantages of using robots over human manpower in modern manufacturing

Process/Skill Questions

**L 030: Components of a robot**

*Definition:* Process should include the following:

- identify the major components of a robot
- label the components of a robot on a diagram
- describe types of robot “end-of-arm” tooling

Process/Skill Questions

**L 040: Using robotics technology**

*Definition:* Process should include the following:

- describe code used to control robots in manufacturing
- describe how code is used to tell a robot to perform a specific task
- create a program giving instructions for a robot to perform a specific task

Process/Skill Questions

## General Safety

<b>DUTY : GS (General Safety)</b> <b>General Safety Practices</b>
<b>Task:</b>
<p><b>GS 001: Following personal safety guidelines</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• identify and comply with personal safety guidelines</li> <li>• demonstrate understanding of clothing safety guidelines and regulations (hard hat, hard-soled shoes, eye protection, long trousers, shirt with sleeves)</li> <li>• describe the impact of positive and negative behavior on personal safety</li> <li>• identify hazards of wearing jewelry while working with tools and equipment</li> </ul> <p>Process/Skill Questions:</p> <ul style="list-style-type: none"> <li>• What is the purpose for features of various safety clothing and other safety items?</li> <li>• What are the steps to identify, report, and correct an unsafe working condition?</li> <li>• What hazards exist for people wearing jewelry while working in the laboratory?</li> </ul> <p><b>GS 002: Utilizing tools and equipment safely</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• identify and use safe working practices for common hand tools found in the industry</li> <li>• identify and use safe working practices for equipment and power tools found in the industry</li> <li>• explain and demonstrate safe working practices related to electrical hazards, including lockout/tagout procedures for inoperable tools and equipment</li> <li>• inspect hand and power tools to ensure proper working condition</li> <li>• clean and store tools in an organized manner</li> <li>• demonstrate safe use of ladders</li> <li>• describe the use of fall-arrest systems</li> </ul> <p>Process/Skill Questions:</p> <ul style="list-style-type: none"> <li>• What injuries may occur if a tool is used improperly?</li> <li>• What items or conditions should be checked to ensure that a ladder is set up properly?</li> <li>• What conditions will cause a tool or piece of equipment to be unsafe?</li> </ul>

### **GS 003: Complying with fire and hazardous material guidelines**

*Definition:* Process should include the following:

- identify fire hazards and methods for fire prevention
- identify procedures for fire reporting
- describe methods to extinguish fires
- identify appropriate handling for hazardous material information
- describe appropriate techniques for handling and/or disposing hazardous materials
- demonstrate appropriate measures when handling hazardous materials
- describe information contained on Material Safety Data Sheets (MSDS)
- Locate and interpret MSDS

Process/Skill Questions:

- What is the procedure for obtaining information for handling a hazardous material?
- Outline the steps to report a fire within the laboratory area.

### **GS 004: Reporting injuries**

*Definition:* Process should include the following:

- describe immediate oral reporting of injury to supervisor
- describe procedures to report accident/injury to students or instructor
- describe procedure for a written report of injury, including date, extent of injury, and circumstances

Process/Skill Questions

- What are the necessary steps to report an accident or injury?
- Who should be contacted first in the case of an accident?

### **GS 005: Inspecting workplace for safe working environment**

*Definition:* Process should include the following:

- inspect ladders, scaffolding, etc., for unstable or improperly erected condition
- identify location of electrocution hazards in the workplace
- describe procedures for removal of job/worksites debris
- describe conditions for properly storing materials
- identify methods to correct hazardous condition
- describe proper methods of storing materials
- identify air quality hazards

Process/Skill Questions

- What conditions cause a ladder to be unsafe?
- What hazards can be caused by worksite debris?

**GS 006: Reporting unsafe personal, environmental, and equipment safety hazards**

*Definition:* Process should include the following:

- provide oral safety statements based on observation
- document hazards, including date, time, location, and people involved
- submit written safety report to supervisor

Process/Skill Questions

- What is the procedure for oral reporting of a hazardous condition?
- What type of hazards are possible in the laboratory area?

**GS 007: Participating in safety training programs**

*Definition:* Process should include the following:

- participate in safety training sessions
- demonstrate knowledge and skills gained from program topics

Process/Skill Questions

- What safety equipment and materials are located in the laboratory area?
- What safety information will help you the most in avoiding injury in the laboratory area?

**GS 008: Practicing safe lifting and carrying procedures**

*Definition:* Process should include the following:

- describe safe lifting and carrying procedures
- identify possible injury resulting from improper lifting and carrying techniques
- demonstrate safe lifting and carrying techniques

Process/Skill Questions

- What injuries are most likely to occur from improper lifting of a heavy object?
- What weight is considered the heaviest that should be lifted with the arms and legs?

**SkillsUSA**  
**Task Definitions**  
**(Optional for Exploring Industrial Technology Education)**

<b>DUTY A:</b>
<b>Self-improvement</b>
<b>Task:</b>
<b>A 001: Completing a self-assessment and identifying individual learning styles</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• identify and list individual strengths</li> <li>• identify and list individual areas in need of improvement</li> </ul> Process/Skill Questions
<b>A 002: Discovering self-motivation techniques and establishing short-term goals</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• develop a list of short-term goals</li> <li>• discuss ways to change or improve lifestyle appearance and behavior</li> </ul> Process/Skill Questions
<b>A 003: Determining individual time-management skills</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• prepare and keep a time journal</li> <li>• discuss ways to improve time management skills</li> </ul> Process/Skill Questions
<b>A 004: Defining future occupations</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• search Internet for career opportunities within specified fields of study</li> <li>• prepare a presentation on a specified career area</li> </ul> Process/Skill Questions
<b>A 005: Developing awareness of cultural diversity and equity issues</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• research a tradition modeled by an individual's family</li> <li>• develop personal philosophy statements regarding gender equity</li> </ul> Process/Skill Questions

**A 006: Defining the customer**

*Definition:* Process should include the following:

- differentiate between external and internal customers
- discuss factors which contribute to poor customer relationships

Process/Skill Questions

**A 007: Recognizing benefits of doing a community service project**

*Definition:* Process should include the following:

- discuss and list ways to become involved in the community
- develop a community service project

Process/Skill Questions

**A 008: Demonstrating effective communication with others**

*Definition:* Process should include the following:

- identify and list personal barriers to listening
- develop personal plan to overcome barriers to listening

Process/Skill Questions

**A 009: Participating in a shadowing activity**

*Definition:* Process should include the following:

- summarize experience of job-shadowing activity

Process/Skill Questions

**A 010: Identifying the components of an employment portfolio**

*Definition:* Process should include the following:

- identify parts of a portfolio
- design a personal employment portfolio

Process/Skill Questions

**A 011: Listing proficiency in program competencies**

*Definition:* Process should include the following:

- complete an interpersonal competency assessment

Process/Skill Questions

<b>DUTY B:</b> <b>Civic, Social, and Business Awareness</b>
<b>Task:</b>
<b>B 001: Measuring/modifying short-term goals</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• discuss steps to pursue short-term goals</li> </ul> Process/Skill Questions
<b>B 002: Identifying stress sources</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• List personal sources of stress.</li> <li>• Discuss techniques to cope with individual sources of stress</li> </ul> Process/Skill Questions
<b>B 003: Selecting characteristics of a positive image</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• discuss actions and traits that lead to a positive image</li> <li>• discuss actions and traits that lead to a negative image</li> </ul> Process/Skill Questions
<b>B 004: Demonstrating awareness of government, professional organizations, and trade unions</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• identify state governor, legislators, and senators</li> <li>• identify professional organizations pertaining to specific career areas</li> </ul> Process/Skill Questions
<b>B 005: Applying team skills to a group project</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• form a team to develop a class project</li> </ul> Process/Skill Questions
<b>B 006: Observing and critiquing a meeting</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• attend a formal meeting held within the community</li> <li>• critique the attended meeting</li> </ul> Process/Skill Questions

**B 007: Demonstrating business meeting skills**

*Definition:* Process should include the following:

- list and discuss the basic rules to ensure an orderly and business-like meeting
- role-play appropriate meeting skills

Process/Skill Questions

**B 008: Demonstrating social etiquette**

*Definition:* Process should include the following:

- role-play appropriate social behavior
- differentiate between good and bad manners

Process/Skill Questions

**B 009: Completing survey for employment opportunities**

*Definition:* Process should include the following:

- gather information on a particular employment opportunity of interest
- conduct Internet search of a specific career area

Process/Skill Questions

**B 010: Reviewing a professional journal and developing a 3- to 5-minute presentation**

*Definition:* Process should include the following:

- develop a presentation on the content, purpose, and distribution of a particular professional journal

Process/Skill Questions

**B 011: Identifying customer expectations**

*Definition:* Process should include the following:

- list and discuss customer expectations
- discuss consequences of unmet customer expectations

Process/Skill Questions

**B 012: Completing a job application**

*Definition:* Process should include the following:

- obtain a job application from various businesses in the community
- conduct a mock job interview

Process/Skill Questions

**B 013: Identifying a mentor**

*Definition:* Process should include the following:

- define *mentor*
- discuss ways in which a mentor can help an individual meet career goals

Process/Skill Questions

**B 014: Assembling your employment portfolio**

*Definition:* Process should include the following:

- develop an employment portfolio

Process/Skill Questions

**B 015: Exploring supervisory and management roles in an organization**

*Definition:* Process should include the following:

- examine an organizational chart
- discuss responsibilities of managers and supervisors

Process/Skill Questions

**B 016: Recognizing safety issues**

*Definition:* Process should include the following:

- discuss safety issues within a given career area

Process/Skill Questions

**B 017: Evaluating your proficiency in program competencies**

*Definition:* Process should include the following:

- define task and competency
- list competencies associated with a specific career area

Process/Skill Questions

# **Technical and Professional Curriculum Frameworks Introduction**

## **Purpose**

This section of the framework contains material to help instructors in technical and professional programs to reinforce basic skills in the areas of reading and writing, math, and science. The technical portion of this guide takes a more direct approach by using specific duty and task listings, but changes in the academic section lead in a more general direction. The reason for this is simple: all good instructors do not teach in the same way. However, all good instructors share the trait of being able to connect their material to everyday life. For example, understanding concepts related to heat is important for cosmetology students as well as lathe operators in manufacturing plants. However, each program will probably take a different approach in the amount of detail and examples relating to heat concepts. Both groups require basic science knowledge of principles relating to heat, but the application of the principles will be different.

## **Basic Skills: The Content Areas**

Included in this guide are materials to support basic skills in reading and writing, mathematics, and science. The overall approach taken here is a move toward problem-solving skills. By problem solving, we mean the ability to take information and use it for a purpose—to take action, make decisions, predict outcomes, suggest improvements. Another term for these thinking skills is a general “literacy.”

Literacy skills have always been in demand in the workplace. A quick review of workplace training programs and other literature regarding adult education demonstrates that the need for a literate workforce is still one of the most pressing problems employers face today. Indeed, many employers (from small- and medium-sized businesses to Fortune 500 companies) have spent hundreds of millions of dollars on in-house basic skills training programs.

What constitutes a literate workforce? There are many definitions for literacy and hundreds of tests that measure it, but when employers are asked what they're looking for in potential new hires, the answers are general: they want individuals who can read and write, show up on time, think and solve problems, and keep their personal lives in order (that is, don't bring a drinking problem into the workplace).

Viewed in this way, the words "literacy" and "literate" are good terms for what educators are trying to instill in their students, the future workforce. The more common definition (being able to read and write) is certainly appropriate, but the additional definitions (knowledgeable, educated, well-informed) are also apt. It is the broad sense of "literate" that we use to guide instructors on what to cover in the classroom. No matter which technical and professional area is being focused on, no matter how technical the terminology is, instructors are given the task of helping students take information, break it down into necessary parts, process details, and come away with an understanding of some sort. This is "literacy," and the process is the same for every subject area—teaching students how to think and solve problems.

## **Format**

Each section includes a two-column table. Skills are listed on the left side; suggestions for implementing these skills into the curriculum are listed on the right side. Each suggestion is written in such a way that it can be tailored to most technical and professional programs.

## **Using the Guide**

This guide was prepared with the following four concepts in mind:

- The instructor is *aware of the need* for students to improve their basic skills.
- The instructor is the *best-qualified person* to decide how to include this material in the classroom or lab. The students' abilities and needs should drive the instructor in deciding how to use, expand, or modify these topics.
- The instructor *already has curriculum that works* for his or her students. Therefore, the suggestions for reinforcing basic skills

- must be easy to implement,
  - must stand alone,
  - do not need to be taught in a particular order, and
  - must be open-ended enough to be useful for any technical and professional program.
- ***Time is limited.*** Unless there are quick ways to reinforce basic skills, changes to the curriculum will not be made. Teaching basic skills in the context of technical material will help students make connections that are more memorable and will require no additional lesson planning. Just as instructors incorporate updates in technical knowledge, they can add basic skills concepts as well. Adding a few concepts at a time will help students perform better in the lab as well as on tests and evaluations.

## Methods

The following methods may help instructors decide how to increase basic skill knowledge:

- *Collaborative projects*—how could a joint project between regular education teachers and technical and professional instructors reinforce concepts for both programs?
- *Outside assignments*—would students benefit from an outside assignment explaining how a basic math (science, reading) concept ties to a process in the lab?
- *Extra credit*—students needing extra credit can research outside topics and turn in a short summary of material.
- *“Need-to-know” assignments*—students prepare a bulleted list of the basic concepts in science they need to know to correctly perform engineering and technology operations in the lab.
- *Question of the day*—assigning a few daily math problems for students to answer at the beginning of class allows the instructor to set the tone for the material. It also gives students an immediate goal when they enter the classroom and

teaches them to stay on task. Bonus points may be awarded at the end of the week, quarter, semester, etc.

- *Two-minute oral presentations*—students who need to practice speaking skills can be asked to give a two-minute oral presentation at the end of class summarizing the main points for the day. Or a two-minute presentation at the beginning of class can recap the material from a previous class.
- *Connecting with workers*—students can poll parents, friends, area employers, or other people to find out the top five basic science skills needed on the job.
- *Direct questioning*—include a few basic knowledge questions in a presentation. Award points to groups based on correct answers.

## Resources

In creating the academic reinforcement material for the technical and professional frameworks, we used a number of source documents and resources.

- The English language arts, science, and mathematics components of the *Curriculum Improvement Project* by Dr. Willard Daggett were consulted to ensure that the top-ranked skills in those areas would be reflected in the academic support material. The English language arts and science components have many linkages to the material included here. (The higher-level math skills, such as trigonometry, were not included in this document.)
- Data from work with Arkansas employers—the Workplace Skills Enhancement Program (WSEP) at the University of Arkansas at Little Rock (UALR) has completed many training projects and job profiles for employers in Arkansas. Our constant contact with workers and employers provides a tremendous amount of data that we use in designing customized training programs and in working on projects such as curriculum frameworks. Also, the staff of WSEP has experience teaching in Arkansas public schools, the U.S. military, and Job Corps.
- Additionally, other groups within UALR (the Labor Education Program, the Institute for Economic Advancement, and the College of Business) provide resources regarding health and safety information, labor unions and their role in

the workplace, computer and information technology, and other training and outreach program data.

- U.S. Department of Labor—the U.S. Department of Labor has many online documents and publications that support workers and issues regarding the workplace. (Work by Philippi and Greenan, 1988, on workplace skills was especially helpful.) Visit the website at [www.dol.gov](http://www.dol.gov).
- The Occupational Safety and Health Administration provides online and other resources for instructors and professionals. For topics relating to safety and health, visit [www.osha.gov](http://www.osha.gov).
- Multistate Academic and Vocational Curriculum Consortium (MAVCC) is an organization that develops competency-based curriculum. For more on MAVCC see [www.mavcc.org](http://www.mavcc.org).

# ACADEMIC STANDARDS FOR READING AND WRITING

## Strategies for Reinforcement in the Technical and Professional Classroom

**Note:**

\* indicates industry-related materials, handouts, notes, etc.

Objective	Classroom Applications to Industry
<p><i>Present/review and discuss/master the list of skills employers want for the workplace regarding reading and writing</i></p>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• Discussion,</li> <li>• interviewing parents or other adults in the workplace about the skills required,</li> <li>• interviewing employers about the skills in terms of importance,</li> <li>• identifying workplace situations in which certain skills become more important than others,</li> <li>• researching adult education programs to learn why deficits in these areas must be remediated and the cost spent yearly on these programs, or</li> <li>• researching the topic of adult literacy.</li> </ul>
<p><i>Answer simple comprehension or recall questions from a lecture or from written material</i></p>	<p>Provide 2 examples of workplace materials* on students' reading level.</p> <p>With the first, allow students to read information and then answer brief recall questions.</p> <p>With the second example, read aloud the material but do not give a handout. Ask brief recall questions.</p> <p>Compare the differences. How do students retain information better—orally or visually? Discuss learning styles and impact on the job.</p>

<i>Follow/give</i> <b>oral instructions</b>	Using instructions for a hands-on task, have students give <u>oral</u> instructions to a partner or group. Rate the effectiveness of the speaker.
<i>Follow/give</i> <b>written instructions</b>	Using a short list of instructions for a hands-on task, have students give written instructions to a partner or group. Rate the effectiveness of the speaker.
<i>Show</i> <b>the difference between relevant and irrelevant details</b>	Using a copy of workplace materials*, have students underline relevant or important details in red, irrelevant or less important details in blue.
<i>Sort</i> <b>objects based on x number of criteria</b>	Using workplace materials*, sort a group of objects based on characteristics identified by instructor (e.g., by color, shape, defect, or a combination of these).
<i>Recognize/identify</i> <b>technical vocabulary</b>	<p>Using workplace materials*, highlight technical vocabulary terms.</p> <p>Create a class dictionary of industry-related technical vocabulary. Students may add illustrations or diagrams. Each student receives a copy of the final product. Emphasize skills such as alphabetical order, guidewords, prefixes, suffixes, and pronunciation guides.</p>
<i>Read</i> <b>aloud</b>	Read aloud from workplace materials* in groups or individually.
<i>Identify/explain</i> <b>symbols, abbreviations, and acronyms relevant to subject area</b>	<p>Using workplace materials*, highlight symbols, abbreviations, and acronyms.</p> <p>Create a table with one column for each of symbols, abbreviations, acronyms. Classify each one and write in the meaning.</p>
<i>Understand/use</i> <b>rules of grammar, usage, spelling, punctuation</b>	<p>Identify missing punctuation marks, misspelled words, incorrect uses of grammar from workplace materials*.</p> <p>Correct the mistakes.</p>

<i>Discuss</i> <b>uses and purposes of a variety of workplace communication tools</b>	Find examples of a business letter, memo, report, brochure, proposal, schematic, map, and diagram.
<i>Duplicate</i> <b>process demo by instructor</b>	Using a workplace process, demonstrate steps to complete and have students perform individually or in groups.
<i>Notice/apply</i> <b>word analysis techniques</b>	Using workplace materials*, identify prefixes, suffixes, or roots that indicate meaning (e.g. therma = heat).
<i>Match</i> <b>parts from photographs or diagrams to actual objects</b>	Using workplace materials*, follow a sequence of pictures or diagrams to build, create, or copy an item or process.
<i>Read</i> <b>for main ideas and for details</b>	Use a graphic organizer to show main ideas and supporting details.
<i>Distinguish</i> <b>between fact, opinion, and inference</b>	Collect examples of materials based on fact or opinion/inference. Ask students to underline key terms that indicate the presence of facts or opinions.
<i>Distinguish</i> <b>between rows and columns; identify a cell as a block where a row and column intersect</b>	Using charts or tables from workplace materials*, discuss the reasons for this format.  Identify the quantity in a particular cell.
<i>Select/use</i> <b>appropriate resources and reference tools</b>	Explain the uses for the following: dictionary, thesaurus, almanac, atlas, card catalog, encyclopedia.  List reasons for choosing one reference tool over another.  Use reference tools to answer questions related to industry or current events.
<i>Paraphrase</i> <b>written or oral material into summary form</b>	Using workplace materials*, determine the best way to condense or shorten the material so as to give an overview to a layperson.  Using a set of guidelines appropriate to students' level in length and detail, summarize the information into bullet points.

<i>Interpret/fill out/complete forms and records</i>	<p>Using workplace materials*, answer basic questions (e.g., summarize the list of parts from an inventory).</p> <p>Using blank forms or documents, fill in details. Pay close attention to directions. Critique work with a partner.</p> <p>Create a form or document to be used in a workplace process.</p>
<i>Use/develop a process for remembering details</i>	<p>Use pneumatic devices to organize and remember details. Pneumatic devices include semantic maps, thought webs, and other creative tools to organize thinking.</p>
<i>Proofread/correct mistakes in written drafts</i>	<p>Using a newspaper article, locate and mark mistakes in grammar, punctuation, or usage.</p> <p>Correct mistakes in written drafts.</p>
<i>Examine different types of writing used in the workplace (reports, memos, brochures, logs, blueprints, formulas, etc.)</i>	<p>Gather samples of workplace materials*. Identify each by type.</p> <p>Compare and contrast the difference between</p> <ul style="list-style-type: none"> <li>• audience (who the document is written for),</li> <li>• length,</li> <li>• background information/education needed to understand material,</li> <li>• level of detail, and</li> <li>• organization and layout of the document.</li> </ul>
<i>Understand the writing process</i>	<p>To apply the writing process, create a workplace communication tool to be used for a specific purpose.</p> <p>Prewrite: Brainstorm, gather facts, or do research to create a business letter, memo, report, brochure, proposal, schematic, map, or diagram.</p> <p>Identify the audience.</p> <p>Determine the purpose of the document.</p>

	<p>Write: Create a first draft.</p> <p>Revise and Edit: Make changes to ensure accuracy. Look at the writing from a different point of view. Shorten or make more concise where possible.</p> <p>Use white space, bold print, and other formatting details to make the document easy to read.</p> <p>Publish: Decide on the best format for the final copy (size, type of material, layout, graphics, etc.). Publish the final draft.</p>
<i>Identify/create</i> <b>sentences of different types</b>	<p>Using workplace materials*, find sentences of varying types. Examples include simple sentences (subject + predicate) and complex sentences (subject + predicate including clauses).</p> <p>Write sentences, paragraphs, or essays, using sentences of different types (e.g., write a 2-paragraph summary of today's lesson).</p>
<i>Identify/use</i> <b>contractions correctly</b>	<p>Using workplace materials*, locate contractions (e.g., <i>isn't</i>, <i>I'll</i>).</p> <p>Identify misuses of contractions.</p> <p>Write a short list of directions relating to an industry process, and use as many contractions as possible.</p>
<i>Identify/use correctly</i> <b>commonly misspelled words</b>	<p>Using a list of commonly misspelled words, locate errors in the media (newspaper articles, Internet sites, magazines).</p> <p>Ask each student to identify his/her problem words from the list.</p> <p>Attempt to incorporate problem words into class activities (e.g., add them to a list of work instructions).</p>

	Give short weekly quizzes focusing on 5 words per week. Award bonus points.
<i>Identify/use correctly</i> <b>English irregular verbs</b>	<p>From a list of irregular verbs, review the uses of each.</p> <p>Ask each student to identify his/her problem irregular verbs from the list.</p> <p>Attempt to incorporate problem verbs into class activities, such as making a collection of mistakes from print.</p>
<i>Identify/use</i> <b>signal words and other cues to improve writing</b>	<p>Use a list of signal words, and discuss their purpose in writing. (Signal words are words that raise a flag to a reader to pay attention.) Examples—</p> <p>Signal words showing emphasis: <i>Most of all, It should be noted, Of course</i></p> <p>Signal words showing a conclusion: <i>Lastly, In summary, Finally</i></p> <p>Identify common signal words in workplace writing, especially in sequenced lists.</p> <p>Write a list of work instructions, using signal words.</p>
<i>Identify</i> <b>components of workplace documents, such as blueprints, schematics, floor plans, and other industry-related documents</b>	Label the parts of a workplace document.
<i>Place</i> <b>steps in proper sequence</b>	Using a list of steps or pictures, cut them apart so that students can place them in the proper order.
<i>Analyze</i> <b>cause and effect</b>	Experiment with cause and effect in the classroom (e.g., change the sequence of events in a process).
<i>Determine</i> <b>missing information</b>	Locate the information that is missing from a problem, and explain why the problem cannot be solved without it.

	To reinforce concepts, use a completed problem and remove the important details. Ask students if they can identify what's missing.
<i>Differentiate</i> <b>between tools used for a job</b>	Given a list of tools and a list of functions, identify the most efficient tool for each task.
<i>Assemble or disassemble</i> <b>objects</b>	From a list of oral or written instructions, assemble an object or complete a process.  Students write the instructions for disassembly.
<i>Cross-reference</i> <b>materials to compare information</b>	Using more than one source document, compare the information given.
<i>Interpret</i> <b>reasoning behind rules or regulations</b>	Using workplace materials*, make a list of possible reasons or justifications for a safety guideline, regulation, etc.
<i>Show</i> <b>contrasts between approaches</b>	Given a workplace scenario, write a brief approach to solving the problem. (Working in groups would be beneficial.)  Compare and contrast each approach from the perspective of a worker, manager, and supervisor.
<i>Organize</i> <b>data in a new format</b>	Using workplace materials*, organize the information into a new format.
<i>Prove</i> <b>a rule or method's sufficiency</b>	Perform an experiment to determine how much tolerance is acceptable in a case study (e.g., find the range of drops of red dye sufficient to match the standard red color used in latex paint).
<i>Show</i> <b>relationships between two or more systems</b>	Using 2 or more partners related to industry, show or explain how they are interrelated (e.g., explain the relationship between social workers and hospitals).
<b>Given examples of emergency situations, identify real-world course of action</b>	Using an emergency situation common to your industry, outline a step-by-step plan for action.

<b><i>Identify variables that affect the outcome of a process</i></b>	Experiment with or predict variables that affect the outcomes for a process (e.g., weather patterns that adversely affect a process, such as building a road).
<b><i>Infer situations that meet guidelines when complete information is not available</i></b>	Given a policy or industry standard that has debatable interpretations, list possible situations that can arise that do not have clear solutions in the policy.  Discuss or debate the issues.
<b><i>Compare finished products with a set of guidelines</i></b>	Compare a set of objects with a set of guidelines (e.g., analyze a batch of parts and document how they do or do not meet a set of quality assurance guidelines).  List any discrepancies (parts that do not meet guidelines), and categorize them by type (e.g., burns, holes, etc).
<b><i>Identify preventative measures for maintenance of a system</i></b>	List the needed routine maintenance to keep a system working properly.
<b><i>Predict new standards or rules that may become necessary in the future</i></b>	Identify recent areas of change or development in your industry.  Discuss potential future needs or developments that may occur (e.g., potential need for better training requirements for airport personnel).
<b><i>Improve a process by streamlining (locating waste) or decreasing lost time</i></b>	Examine a process in industry in step-by-step detail. Suggest ways to decrease time needed or make the process more efficient.  Isolate the cause of failure in a process by performing an experiment.
<b><i>Prepare a model explaining a concept</i></b>	Build, draw, or create a model that explains a concept (e.g., show a need for environmental standards for water or air pollution).

\* Fry, Edward, Kress, Jacqueline, and Fountoukidis, Dona. *Reading Teacher's Book of Lists*, 4<sup>th</sup> ed. ISBN 0-13-028185-9.

# ACADEMIC STANDARDS FOR MATHEMATICS

## Strategies for Reinforcement in the Career and Technical Classroom

### Note:

\* indicates industry-related materials, handouts, notes, etc.

Topics Listing  
Problem Solving  
Operations and Calculations  
Applications  
Data Analysis and Display

### Objectives

### Classroom Applications to Industry

<p><i>Present/review and discuss/master the list of skills employers want for the workplace regarding mathematics</i></p>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• discussion,</li> <li>• interviewing parents or other adults in the workplace about the skills required,</li> <li>• interviewing employers about the skills in terms of importance,</li> <li>• identifying workplace situations in which certain skills become more important than others,</li> <li>• researching adult education programs to learn why deficits in these areas must be remediated and the cost spent yearly on these programs, or</li> <li>• researching the topic of adult literacy.</li> </ul>
<p><b>PROBLEM SOLVING</b></p>	
<p><i>Examine/apply problem-solving process</i></p>	<p>Define the problem—</p> <ul style="list-style-type: none"> <li>• What is being asked?</li> <li>• Decide on a type of solution.</li> </ul> <p>Is it a multistep or single-step question?</p> <p>Try any of the following:</p> <ul style="list-style-type: none"> <li>• estimate an answer,</li> <li>• draw a diagram,</li> <li>• find a pattern,</li> <li>• guess and check,</li> </ul>

	<ul style="list-style-type: none"> <li>• logical reasoning,</li> <li>• make a graph,</li> <li>• make an organized list,</li> <li>• make a table,</li> <li>• solve a simpler problem,</li> <li>• use a simulation,</li> <li>• work backwards, or</li> <li>• write an equation.</li> </ul> <p>Locate information you need. Do you have all the components?</p> <p>Get missing information. You may need to perform some other calculations.</p> <p>Calculate.</p> <ul style="list-style-type: none"> <li>• Look at the answer.</li> <li>• How should the remainder be expressed?</li> </ul> <p>Check the solution.</p> <ul style="list-style-type: none"> <li>• Is it reasonable?</li> </ul>
<b>OPERATIONS AND CALCULATIONS</b>	
<i>Read, write, and count numbers</i>	<p>Read and write numbers (especially focus on very large and very small numbers where mistakes are common).</p> <p>Give a weekly quiz asking students to compare and sequence numbers. Example:  <math>0.4445 \text{ \_\_\_ } 0.4455</math> &gt; or &lt;</p> <p>Put these in order from smallest to largest:  <math>0.66, 0.677, 0.67</math></p>
<i>Round numbers</i>	<p>Discuss your industry's use of decimals.</p> <p>Identify the place values needed to adequately perform a job. For example, a quality assurance technician who works on the line in a manufacturing plant may need to use numbers through the ten-thousandths decimal place.</p>

	Take a series of sample measurements, and round them to the nearest decimal place identified by the instructor.
<i>Estimate numbers</i>	<p>The skill of making close estimations is tied to understanding accuracy. Discuss real-life situations in which estimation is used.</p> <p>Discuss the practice of estimation before calculation. Regular practice in estimating before calculating will teach students where they make errors and will increase their estimation skills.</p> <p>Discuss work situations in which estimation skills are required and possible consequences of making estimation errors. (For example, is an estimate appropriate for inventory purposes? For ordering supplies?)</p>
<i>Compute averages</i>	<p>Discuss averages in general terms. Calculate the average temperature, average rainfall or precipitation, average number of students per class, and other relevant examples.</p> <p>Using workplace materials*, calculate a series of averages. For example,</p> <ul style="list-style-type: none"> <li>• Take 10 different measurements of a piece of pipe using a micrometer.</li> <li>• Compare the measurements.</li> <li>• Find the average of all the measurements.</li> <li>• Compare the average to the smallest and largest measurement.</li> <li>• Discuss the effects on quality. When is an average an acceptable benchmark measurement?</li> </ul>
<i>Calculate with whole numbers; perform one-step problems with basic operations</i>	Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of addition, subtraction, multiplication, and division.
<i>Perform problems that require an understanding of the order of operations</i>	Using workplace materials*, make a list of situations or problems that need more than one step to perform them.

	<p>If the procedures (add, subtract, multiply, divide, etc.) are on the same level of importance, such as adding or subtracting, then the order of operations will not impact the way the problem is solved.</p> <p>If a problem requires more than one level of operation to solve (e.g., dividing and adding), work the problem correctly by performing the division part first and then the addition.</p> <p>Rework the problem using addition first. Compare the answers.</p> <p>Discuss the importance of reasoning skills to verify that an answer makes sense.</p>
<b>Understand the relationship between decimals, fractions, and percentages</b>	Make a table comparing fractions, decimals, and percentages.
<b>Compute with fractions, decimals, and percentages; show understanding of the relationship between them</b>	<p>Create sample problems using fractions that relate to everyday situations.</p> <ul style="list-style-type: none"> <li>▪ Poll the class on interesting topics (favorite food). Convert whole numbers to fractions. Votes: pizza—10; salad—2; BBQ—8</li> </ul> <p><math>10 + 2 + 8 = 20</math> (recognize denominator value)</p> <p><math>\frac{10}{20}</math> Pizza   <math>\frac{2}{20}</math> Salad   <math>\frac{8}{20}</math> BBQ</p> <ul style="list-style-type: none"> <li>▪ Add the fractions.</li> </ul> <p><math>\frac{10}{20} + \frac{2}{20} + \frac{8}{20} = \frac{20}{20}</math></p> <ul style="list-style-type: none"> <li>▪ Convert fraction to whole number. (Total answer equals 1 class's worth of answers.)</li> </ul> <p><math>\frac{10}{20} + \frac{2}{20} + \frac{8}{20} = \frac{20}{20} = 1</math></p> <ul style="list-style-type: none"> <li>▪ Convert fractions to percentages.</li> </ul> <p><math>\frac{10}{20}</math> means 10 divided by 20 = 0.50</p>

	<p>Move decimal 2 places right.  <math>0.50 = 50\%</math></p> <p><math>\frac{2}{20}</math> means 2 divided by 20 = 0.10  <math>0.10 = 10\%</math></p> <p><math>\frac{8}{20}</math> means 8 divided by 20 = 0.40  <math>0.40 = 40\%</math></p> <p><math>50\% + 10\% + 40\% = 100\%</math>          Notice the total adds to 100%.</p> <p>So, <math>\frac{20}{20} = 1 = 100\%</math></p> <p>Using workplace materials*, calculate work-related questions, using fractions, decimals, and percentages.</p> <p>Calculate shipping costs for Internet purchases (such as music from amazon.com).</p>
<i>Solve formulas and equations</i>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of equations.</p> <ul style="list-style-type: none"> <li>▪ Work left to right.</li> <li>▪ Use order of operations.</li> <li>▪ Place numbers on one side, variables on the other side.</li> </ul>
<i>Obtain squares and square roots</i>	<p>Review the methods for calculating squares, square roots, cubes, and cube roots. Use industry-related formulas to demonstrate examples.</p> <p>Compare the difference between the 2 common answers to <math>3^2</math> (answer = 9, not 6). How would an incorrect value affect the work on the job?</p>
<i>Convert units of measure: recognize components of measuring systems (U.S. and metric) for length</i>	<p>Discuss industry measures and terms relating to length.</p>

<i>Convert units of measure: recognize components of measuring systems (U.S. and metric) for mass/weight</i>	Discuss industry measures and terms relating to mass/weight.
<i>Convert units of measure: recognize components of measuring systems (U.S. and metric) for volume</i>	Discuss industry measures and terms relating to volume.
<i>Measure with a certain degree of accuracy.</i>	<p>Estimate measurements.</p> <p>Using workplace materials* and tools, take measurements of work-related and classroom items.</p> <p>Depending on ability level, students may measure to the nearest foot, inch, centimeter, etc.</p>
<b>APPLICATIONS</b>	
<i>Solve word problems</i>	Help students feel more comfortable with word problems by placing simpler problems in word problem form, or take concepts students have already mastered and ask them to write word problems for each other to solve.
<i>Select/apply mathematical formula</i>	Review a set of math formulas and then a list of sample problems. Decide which formula(s) apply to each problem.
<i>Understand the importance of time in the workplace</i>	Using workplace materials*, make a list of workplace scenarios that require using time correctly, such as keeping a timecard or heating a liquid solution for 20 minutes.
<i>Recognize components of time systems (clocks and calendars)</i>	<ul style="list-style-type: none"> <li>• a.m. and p.m.</li> <li>• leap year</li> <li>• military time</li> </ul>
<i>Discuss, identify, understand terms relating to measuring time</i>	Discuss the units of time measurement and time vocabulary: second, minute, hour, day, week, month, year, leap year, fiscal year, quarter, annual, biannual, etc.
<i>Understand that time can be expressed in terms of equivalencies</i>	<p>Show the time equivalencies using fractions.</p> <p>For example:</p> <p>1 ½ days = ____ hours</p>

	$1 \text{ day} = 24 \text{ hours}$ $+ \frac{1}{2} \text{ day} = +12 \text{ hours}$ $1 \frac{1}{2} \text{ days} = 36 \text{ hours}$
<i>Compute</i> <b>time conversions</b>	<p>Make a table that shows the equivalencies of time units.</p> <p>Compute conversion problems at the appropriate level of difficulty. Examples include</p> <ul style="list-style-type: none"> <li>• convert minutes to hours,</li> <li>• convert hours to days, and</li> <li>• convert seconds to years.</li> </ul>
<i>Calculate</i> <b>ratio and proportion</b>	<p>Review fractions when discussing ratio and proportion.</p> <p>Draw common classroom items to scale by finding a conversion rate (1 foot equals 1 inch).</p> <p>Make predictions using ratios. (If each student in class has 3 children, how many children will there be all together? Write the ratios.)</p>
<i>Apply</i> <b>geometry principles: use formulas for measuring shapes of 2 dimensions</b>	<p>Determine the formulas that apply to 2 dimensions—perimeter, area, surface area, etc.</p> <p>Find the perimeter of the classroom.</p> <p>Discuss the perimeter of objects that are not shaped as perfect squares. How does this change the formula for perimeter?</p> <p>Find the area of the tiles on the floor. Find the area of the classroom.</p> <p>Review that all areas are expressed in terms of square units (square inches, square miles, etc.).</p>
<i>Apply</i> <b>geometry principles: use formulas for measuring shapes of 3 dimensions</b>	<p>Review the formulas that apply to 3 dimensions of objects—volume.</p>

	<p>Find the volume of common objects such as soda cans, pizza boxes, etc.</p> <p>Review that volume is expressed in cubic units.</p> <p>Discuss industry-specific needs for these formulas; for example, find the volume of a tank or silo.</p>
<i>Define terms relating to money</i>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles relating to money.</p> <p>For more advanced students, include terms and principles of economics, finance, or statistics.</p>
<i>Perform one-step problems involving money</i>	<p>Make change: count up (rather than backwards) to make change.</p>
<i>Perform multiple-step problems using money</i>	<p>Calculate gross and net earnings.</p> <p>Calculate</p> <ul style="list-style-type: none"> <li>▪ interest,</li> <li>▪ sales tax,</li> <li>▪ percentage off,</li> <li>▪ sale price, and</li> <li>▪ profit percentages.</li> </ul> <p>Perform banking transactions.</p>
<i>Perform business-related financial activities</i>	<p>At a level of complexity appropriate to your industry and to students' ability levels, solve income/expense problems, prepare budgets, etc.</p>
<i>Use a calculator to perform computations</i>	<p>Identify appropriate activities that can be performed using a calculator (calculators allow students to concentrate on problem-solving strategies).</p> <p>Award prizes for weekly activities or competitions.</p>

<i>Calculate measurements taken from measuring devices</i>	Add, subtract, multiply, and divide measurement numbers by plugging them into formulas.
<i>Perform/prepare an inventory</i>	<p>Use a sample group of items to prepare an inventory.</p> <p>Review inventory vocabulary terms.</p> <p>Discuss the math processes that would apply to the inventory process.</p>
<b>DATA ANALYSIS AND DISPLAY</b>	
<i>Recognize types of visual representations</i>	<ul style="list-style-type: none"> <li>• charts</li> <li>• graphs</li> <li>• tables</li> </ul>
<i>Interpret charts, graphs, and tables</i>	<p>Answer simple questions about charts, graphs, and tables.</p> <p><i>Solve</i> multistep problems involving the correlation of graphs and tables.</p>
<i>Collect/record data</i>	<p>As appropriate to industry, practice sampling methods. Discuss safety precautions for sampling. Visit OSHA at the Department of Labor Web site for more details.</p> <p>Practice collecting and recording sample data from your industry (such as measurements taken using a micrometer). Compare class answers. Find the range of answers (maximum and minimum). Find the average.</p> <p>Discuss an acceptable range of answers (<math>\pm</math>), and graph the results showing the number that fell inside and outside the acceptable range.</p>
<i>Review <b>and</b> apply principles of probability</i>	<p>Use real-life examples that are highly motivating to direct the students' attention to probability principles.</p> <p>Example: "I am thinking of a number between 1 and 50. The person who guesses</p>

	the number will receive that many bonus points if he or she can tell me the probability of choosing the number correctly.”
<i>Use <b>probability models to predict chance events</b></i>	Calculate <i>theoretical probability</i> of an event (e.g., the probability of rolling a 5 on a die is 1/6). Find <i>empirical probability</i> of an event by performing repeated experiments. Compare the 2 probabilities.
<i>Calculate <b>and</b> interpret <b>statistics</b></i>	Identify the importance of using statistics correctly.  Bring examples of statistics from the news or media and analyze them. Are they ambiguous? Are they correct? What data is the advertisement trying to get the public to see?  For a humorous look at statistics, see <i>How to Lie with Statistics</i> by Huff and Geis.
<i>Interpret <b>plans/blueprints</b></i>	Review vocabulary and terms for plans, blueprints, and schematics.  Build a plan or blueprint one layer at a time, starting with the basic identifying information. Add layers of wax paper or other transparent drawing material on top of the first layer that allows each layer to be viewed individually or the entire drawing as a whole.
<i>Construct <b>charts and tables</b></i>	Discuss chart types and chart vocabulary.  Using workplace or sample data from the class, construct tables and charts.  For a daily example, consult <i>USA Today</i> online and look for the snapshots section that shows a graph of some sort. Ask weekly bonus questions about the data.  Challenge students to bring in examples of charts and graphs containing errors.

# ACADEMIC STANDARDS FOR SCIENCE

## Strategies for Reinforcement in the Career and Technical Classroom

### *Topics Listing*

**General Science-** topics not specific to a content area

**Physical Science-** Mechanics and Physics  
Energy and Waves  
Thermodynamics  
Electromagnetism  
Chemistry  
Optics

**Life Science-** Cell biology  
Evolution  
Genetics and Heredity  
Human and Animal Development

**Anatomy** Ecology  
Viruses  
Bacteria  
Plants

**Earth Science-** Earth in Space  
Solar System/Astronomy  
Atmosphere and Weather  
Oceans and Water  
Earth Resources

**Note:**

\* indicates industry-related materials, handouts, notes, etc.

**Objective****Classroom Applications to Industry**

<b>GENERAL SCIENCE</b>	
<i>Present/review and discuss/master the list of skills employers want for the workplace regarding science skills</i>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• discussion,</li> <li>• interview parents or other adults in the workplace about the skills required,</li> <li>• interview employers about the skills in terms of importance,</li> <li>• identify workplace situations in which certain skills become more important than others,</li> <li>• research adult education programs to learn why deficits in these areas must be remediated; find out the cost to employers to educate adult workers, or</li> <li>• research the topic of adult literacy.</li> </ul>
<i>Perform computations as required to solve problems</i>	<p>Use the metric system to convert units of measure.</p> <p>Round numbers to correct number of significant figures.</p> <p>Determine percentage of error.</p> <p>Understand validity, reliability, accuracy, and precision.</p>
<i>Apply scientific method of inquiry</i>	<p>Identify the steps of the scientific method.</p> <p>Conduct experiments.</p> <p>Understand the following terminology:</p> <ul style="list-style-type: none"> <li>• conclusions vs. inferences,</li> <li>• variables,</li> <li>• replications, and</li> <li>• samples/sample size</li> </ul>

<p><b><i>Investigate science history as it applies to industry</i></b></p>	<p>In groups, research topics in science pertaining to your industry. Have students assign roles for each member of the group. Present findings in report format or in oral presentations.</p> <p>Investigate science ethics.</p> <p>Recognize the processes available for accountability in industry. For example, OSHA has a Safety and Health Program Assessment Worksheet whereby employers can be rated for safety issues. See <a href="http://www.osha.gov/SLTC/etools/safetyhealth/form33i.html">http://www.osha.gov/SLTC/etools/safetyhealth/form33i.html</a>.</p> <p>[Note: Safety and health is a mandatory subject of bargaining when a workplace is unionized; in both unionized and non-unionized workplaces, an employer cannot create and dominate workplace safety committees (see the National Labor Relations Act).]</p>
<p><b><i>Use scientific instruments to measure aspects of the environment.</i></b></p>	<p>Gather data on time, length, mass, pressure, volume, acceleration, or other measurables, using instruments from the job.</p>
<p><b><i>Demonstrate an understanding of data</i></b></p>	<p>List the processes involved in gathering data.</p> <p>Suggest ways data can be grouped or organized.</p> <p>Collect specimens.</p> <p>Show how data can be represented (graphically, etc.).</p> <p>Construct a model to depict a basic concept.</p>
<p><b><i>Identify the seven basic Systeme International (S. I.) units</i></b></p>	<ul style="list-style-type: none"> <li>• Length – meter, m</li> <li>• Mass – kilogram, kg</li> <li>• Time – second, s</li> <li>• Electric current – ampere, A</li> <li>• Temperature – Kelvin, K</li> <li>• Amount of substance – mole, mol</li> <li>• Luminous intensity – candela, cd</li> </ul> <p>Dictionary of units – see <a href="http://www.ex.ac.uk/cimt/dictunit/dictunit.htm">http://www.ex.ac.uk/cimt/dictunit/dictunit.htm</a>.</p>

<i>Identify S. I. derived units</i>	<p>Choose units appropriate to your industry (hertz, ohm, volt, watt, etc.).</p> <p>Create a picture dictionary demonstrating the concepts.</p>
<i>Review relevant theories, laws, and models</i>	As relating to your industry, discuss important theories, laws, and models.
<i>Use reference tools to solve problems</i>	Use scientific reference tools (such as the Periodic Table of Elements) to learn more about specific industry concepts
<i>Practice safe lab procedures</i>	<p>Handle equipment with care.</p> <p>Demonstrate safety and first aid procedures.</p> <p>Identify harmful substances.</p>
<b>PHYSICAL SCIENCE</b>	
<i>Understand the cyclical nature of systems</i>	<p>Show, demonstrate, model, track the cycles of any of the following systems:</p> <ul style="list-style-type: none"> <li>• growth and decay,</li> <li>• food webs,</li> <li>• weather, or</li> <li>• water.</li> </ul>
<i>Analyze/classify matter according to type</i>	Identify types of matter (solids, liquids, gases). Which types are predominantly used in your area of industry?
<i>Explain the concepts of work and power</i>	<p>Identify machines used in industry.</p> <p>Identify how energy levels change when work or power is increased/decreased.</p> <p>Identify fuel sources used in your industry.</p> <p>Discuss internal and external combustion.</p> <p>Create a model demonstrating the uses of levers and pulleys.</p>
<i>Be familiar with concepts of motion</i>	Measure acceleration and deceleration.

	<p>Understand the relationship between speed and velocity by performing experiments.</p> <p>Recognize waves and vibrations as a type of motion.</p> <p>Understand action and reaction.</p> <p>Review laws pertaining to motion.</p>
<i>Understand</i> <b>concepts related to force</b>	<p>Show the need for balance of forces acting on an object.</p> <p>Observe centrifugal and centripetal forces in action.</p> <p>Show how friction is created and must be accounted for in using and preserving equipment.</p> <p>Create a chart showing types of lubricants needed in a factory and schedule of maintenance.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of inertia.</p> <p>Show the relationship between pressure, mass, and weight.</p>
<i>Understand and apply</i> <b>principles relating to the atom</b>	<p>Understand that atoms have a positive, negative, or neutral charge. Classify protons, electrons, and neutrons.</p> <p>Identify ions.</p>
<i>Investigate</i> <b>forms of and changes in energy</b>	<p>Discuss how energy is measured.</p> <p>Observe changes in energy relationships. Identify catalysts and reactants.</p> <p>Identify sources of kinetic and potential energy in your industry.</p>
<i>Discuss, apply</i> <b>principles of electricity and electric currents</b>	<p>Identify types of circuits and switches.</p>

	<p>Show the difference between direct and alternating currents. Give examples of the best/most efficient use of each.</p> <p>Determine how electricity is measured, and solve problems using these terms. (Example, use Ohm's law to calculate current, resistance, and voltage.)</p> <p>Identify good conductors and insulators and how to choose them.</p> <p>Understand grounding, and create a visual display of grounding safety practices. Include the threat of static electricity.</p> <p>Show the uses of a vacuum tube by building a model.</p> <p>Compare the following ways of generating electricity:</p> <ul style="list-style-type: none"> <li>• hydroelectricity,</li> <li>• motors,</li> <li>• solar power,</li> <li>• steam/nuclear,</li> <li>• transformers, and</li> <li>• incandescent (light).</li> </ul> <p>Show the implications for your industry.</p> <p>As appropriate to your industry, identify electrochemical energy sources (cells, electrodes, batteries) and the processes of oxidation and reduction.</p>
<i>Be familiar with sound waves</i>	<p>Compare how sound waves travel between liquids, solids, and air.</p> <p>Examine different types (lengths) of sound waves.</p> <p>Examine decibels safe for human hearing.</p> <p>Identify safety precautions for industry regarding sound tolerance.</p>

	<p>Be able to use correctly the terms below as they relate to your industry. For example, ask students to write a short essay explaining a demonstration from class and including the following terms:</p> <ul style="list-style-type: none"> <li>• amplification,</li> <li>• audible range,</li> <li>• frequency,</li> <li>• acoustics,</li> <li>• resonance, and</li> <li>• speed.</li> </ul>
<i>Be familiar with principles of heat</i>	<p>Differentiate between the 3 types of heat transfer—conduction, convection, radiation.</p> <p>Understand that substances expand and contract due to heating and cooling.</p> <p>Identify purpose and types of insulations used.</p> <p>Differentiate between heat and temperature.</p>
<i>Investigate and apply concepts relating to temperature</i>	<p>Use the temperature scales; convert between Celsius and Fahrenheit.</p>
<i>Explain the concepts of magnetism</i>	<p>Understand that currents create magnetic fields.</p> <p>Identify materials that are good conductors and the properties that make them such.</p> <p>Understand electromagnetic forces present in earth.</p>
<i>Investigate/apply chemical properties</i>	<p>Differentiate between acids and bases.</p> <p>Find pH for substances used in industry.</p> <p>Identify substances used in your industry and classify them by type.</p> <p>Name the major drugs, fertilizers, or additives used in your industry.</p> <p>Define and state examples of chemical reactions.</p> <p>Be familiar with solutions used in your industry.</p>

	<p>Compare saturated and unsaturated solutions.</p> <p>Determine whether a solution is soluble or insoluble. Explain <i>solute</i> and <i>solvent</i>.</p>
<b><i>Investigate forms of and changes in matter</i></b>	<p>Compare and contrast physical and chemical changes.</p> <p>Discuss the types of physical or chemical changes that take place in your industry from processing raw materials to manufacturing.</p>
<b><i>Understand and apply concepts relating to the elements</i></b>	<p>Examine the 4 elements that make up 99% of living organisms—hydrogen (H), oxygen (O), nitrogen (N), and carbon (C)).</p> <p>Element groups</p> <ul style="list-style-type: none"> <li>• Alkali Metals</li> <li>• Alkaline Earth Metals</li> <li>• Transition Metals</li> <li>• Other Metals</li> <li>• Metalloids</li> <li>• Non-Metals</li> <li>• Halogens</li> <li>• Noble Gases</li> <li>• Rare Earth Elements</li> </ul>
<b><i>Be familiar with principles of light</i></b>	<p>Discuss light as a form of energy.</p> <p>Describe types of lighting systems.</p> <p>Examine the light spectrum and note the relative smallness of visible light.</p> <p>Define <i>reflection</i> and <i>refraction</i>.</p> <p>Explain how light carries information (by lasers), and show examples of the impact on technology/industry.</p> <p>Identify types of lenses.</p>
<b><i>Be familiar with principles of color</i></b>	<p>Diagram the main parts of the eye involved in seeing color (rods, cones).</p> <p>Use prisms to split light into the visible spectrum.</p>

	<p>Briefly explore color blindness. What precautions should colorblind individuals take regarding workplace safety?</p> <p>Define situations in which colorblindness impacts a worker's ability to do his or her job.</p>
<b>LIFE SCIENCE</b>	
<i>Explain the presence of cells as the identifier of all living organisms</i>	<p>Examine the cells of organic material used in your industry, using books, the Internet, or a microscope. Recognize that cells divide or replicate to promote growth of an organism.</p> <p>Examine the parts of a cell. Compare the cell to a machine. How do the parts function and rely on each other?</p> <p>Give example of one-celled and multiple-celled organisms.</p> <p>Review the classification system of all organisms (kingdom, phylum, etc.). Create a circle graph or pie chart (totaling 100%) showing the relationship (in numbers) between the following groups of organisms:</p> <ul style="list-style-type: none"> <li>• bacteria,</li> <li>• fungi,</li> <li>• viruses,</li> <li>• insects,</li> <li>• plants,</li> <li>• vertebrates, and</li> <li>• invertebrates.</li> </ul> <p>Compare some of the cell processes (active and passive transport) to the processes in your industry.</p>
<i>Understand the progress of evolution of organisms</i>	Recognize how a species will adapt to better fit in its environment over time.
<i>Explain the role of genetics in human development</i>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of heredity, including</p> <ul style="list-style-type: none"> <li>• half of an individual's genes are contributed by each parent;</li> </ul>

	<ul style="list-style-type: none"> <li>• traits that are inherited are either dominant or recessive from the parent(s);</li> <li>• cell division is by mitosis vs. meiosis; and</li> <li>• disabilities are caused either by genetic/inherited conditions (such as Down's Syndrome) or in accidents occurring after birth, such as brain damage due to a car accident or a stroke.</li> </ul>
<i>Investigate/apply</i> <b>principles of human development</b>	<p>Describe the life cycle of humans and other animals.</p> <p>Use the concept of human development to explain the need for understanding foundation skills in your area. (For example, children do not run before they walk.) Use this concept to explain other events that occur in a natural order in your industry.</p>
<i>Explore</i> <b>additional concepts pertaining to humans and other animals</b>	<p>Give examples of ways organisms adapt to their environment.</p> <p>As relating to industry, review the concepts of</p> <ul style="list-style-type: none"> <li>• aging,</li> <li>• immune system,</li> <li>• skin and tissues,</li> <li>• blood and hemoglobin, and</li> <li>• disease.</li> </ul>
<i>Compare/contrast</i> <b>the differences between sexual and asexual reproduction</b>	<p>Determine instances when understanding the concepts of sexual reproduction are important for your industry.</p> <p>Highlight the effects of unsafe working practices on fetuses or the dangers present for pregnant individuals working in industry.</p>
<i>Show</i> <b>a general understanding of the importance of health</b>	<p>Explore the cost of lost wages and worker's compensation in the past year due to health problems.</p> <p>Research the most common health problems among workers (workers with safe jobs; workers with most hazards to health, etc.).</p>

<i>Investigate the food cycle</i>	<p>Identify food chains, food webs, food pyramids.</p> <p>Show how changes to the food cycle affect the environment and man.</p> <p>Name the food groups.</p>
<i>Understand nutrition and the body's need for a diet that provides vitamins and minerals</i>	<p>Show an understanding of body systems (circulatory, nervous, digestive, etc.) as they relate to industry.</p> <p>Identify deficient vitamins and minerals among a particular population (American workers, workers in specific environments, workers who do not go outdoors or who always work outdoors) and the health risks associated with job types (office work, mining work, etc.).</p>
<i>Observe health code/sanitation requirements</i>	<p>Research the development of health code and sanitation requirements, including OSHA.</p> <p>Compare/contrast workplaces of 1850, 1900, 1950, 2000 regarding health and safety.</p> <p>Discuss the most common workplace violations of health requirements, and present in a graphic format (e.g., maps, charts).</p> <p>Discuss potential effects of ignoring health requirements.</p> <p>After identifying workplace hazards, create several plans to treat the problem. Debate the benefits of each.</p> <p>To avoid the threat of employers choosing ineffective means of ensuring safety on the job, locate MSDS, first aid stations, personal protective equipment, worker's compensation claims offices/paperwork, etc.</p> <p>Using workplace materials*, locate the section on safety regulations. Ask students to rank order the items. Debate the importance of each. Determine the threat of ignoring regulations. Research which regulations are often disregarded.</p>

	<p>Explore proactive measures students can take to extend their health.</p> <p>Understand the importance of mental health in addition to physical health.</p>
<i>Investigate/apply</i> <b>principles of anatomy and physiology</b>	<p>As relating to your industry, explore issues relating to anatomy and physiology.</p> <p>Skeletal system—study the bones of the arm, hand, and neck. Research carpal-tunnel syndrome.</p> <p>Fractures—identify the types of fractures and those most common to your line of work. Learn how to prevent falls.</p>
<i>Understand</i> <b>basic principles of ecology</b>	<p>Define <i>ecology</i>.</p> <p>Identify 5 major ways in which man interacts with the environment, especially as relating to your industry.</p> <p>Discuss the effectiveness of the media as compared with pro-science groups (such as Greenpeace) on the public's awareness of important environmental issues.</p> <p>Identify any areas of concern regarding waste/waste management in your industry.</p> <p>Show the difference between a niche, community, habitat, and ecosystem.</p> <p>Give examples of herbivores, carnivores, and omnivores. How does your industry use and serve each group?</p> <p>Understand predators' effects on food chains. Identify predators of your industry.</p> <p>Explain the process of decomposition and decay. How does industry interfere with or interrupt these processes?</p>

<b><i>State the differences between viruses and bacteria</i></b>	<p>Define <i>viruses</i> and <i>bacteria</i>.</p> <p>Explore viral and bacterial threats present in the workplace. How can they be prevented? How can they be treated?</p> <p>State the benefits of viruses and bacteria.</p> <p>Explain the recent increased resistance to drugs and antibiotics.</p>
<b><i>Understand basic concepts relating to plants</i></b>	<p>Describe the interchange of oxygen and carbon dioxide between plants. Contrast to the way humans exchange oxygen and carbon dioxide.</p> <p>As relating to industry, review the concepts of</p> <ul style="list-style-type: none"> <li>• fertilization,</li> <li>• parts of plant and functions of each,</li> <li>• effects of temperature on plants,</li> <li>• need for water and light, and</li> <li>• photosynthesis.</li> </ul>
<b>EARTH SCIENCE</b>	
<b><i>Recognize Earth's position in the universe</i></b>	<p>As relating to your industry, identify relevant topics regarding</p> <ul style="list-style-type: none"> <li>• asteroids,</li> <li>• comets,</li> <li>• stars, and</li> <li>• galaxies</li> </ul> <p>Identify planets in the solar system.</p> <p>Compare and contrast Earth to other planets.</p> <p>Create a model showing the relative size of Earth within our solar system. Use mathematical relationships to make sure the scale is correct (Earth is the size of ____ so the sun should be the size of ____).</p> <p>How do the phases of the moon and sun affect the hemispheres?</p>
<b><i>Investigate the history of the earth</i></b>	<p>Identify geological, chemical, and other methods of determining the age of an object.</p>

	<p>Demonstrate that fossils and rocks are indicators of previous eras.</p> <p>As a class, create a timeline indicating the age of the Earth. Include the various ages (Ice Age, etc.) and the length of each.</p> <p>Make sure the timeline is drawn to scale.</p> <p>Assign each age to a group and research the following:</p> <ul style="list-style-type: none"> <li>• weather,</li> <li>• major events at beginning and end of age,</li> <li>• organisms living during this time, and</li> <li>• factors that made the age unique.</li> </ul>
<i>Investigate</i> <b>physical characteristics of the Earth</b>	<p>Label/model the components of the Earth.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of gravity.</p> <p>Solve problems of longitude, latitude, and time zones.</p> <p>Create a model of the ratio of land and water on Earth.</p>
<i>Investigate</i> <b>physical forces acting on the Earth</b>	<p>Examine erosion and depletion of nonrenewable resources.</p> <p>Identify natural disasters such as hurricanes and earthquakes. Research the effects of a past disaster on a specific industry.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of plate tectonics (the Earth's surface is broken into large plates; movements of these plates over time causes earthquakes and other geologic activity).</p>
<i>Explain</i> <b>the basic components of Earth's rotation</b>	<p>Understand that the Earth spins on its axis at an angle of 23½ degrees</p>

	<p>Identify the period of one complete rotation as a day; longer cycles of rotations identify the seasons.</p> <p>Discuss time zones.</p>
<b>Identify the Earth's atmosphere and its components</b>	<p>Identify the main elements in the Earth's atmosphere (nitrogen and oxygen).</p> <p>Identify layers of the atmosphere and the ozone layer.</p> <p>Explain concepts of air pressure.</p>
<b>Understand basic principles of the solar system</b>	<p>Demonstrate how the sun strikes the Earth at different angles depending on location.</p>
<b>Demonstrate the relationship between climate and weather</b>	<p>Identify the factors that create weather.</p> <p>Show how landscape features are affected by changes in climate or weather.</p> <p>Identify the greenhouse effect. How does industry contribute to it?</p> <p>Describe the relationship between altitude and weather.</p> <p>Understand that changes in the weather may be seen as fronts that are put in motion by the jet stream.</p> <p>Identify types of precipitation.</p> <p>Differentiate between types of clouds.</p> <p>Understand the effect of winds, wind speeds, and impacts on vegetation.</p>
<b>Learn and apply concepts relating to the oceans</b>	<p>Label the major oceans and seas.</p> <p>Determine the elements in ocean water (nearly all elements are present).</p> <p>Identify or draw the structural components of the ocean floor.</p>

	<p>Explain the relationship between the moon and the tides.</p> <p>Explore ways the ocean is used for power and business.</p>
<i>Investigate</i> <b>principles of water</b>	<p>Identify the parts of the water cycle and the effects of the processes involved.</p> <p>Define water's chemical properties—water is the universal solvent; water has a neutral pH of 7; chemically, water is one atom of oxygen bound to two atoms of hydrogen.</p> <p>Measure salinity. Which industries rely heavily on water?</p> <p>Define water's physical properties—water is the only natural substance that exists as solid, liquid, and gas; water's surface has a high density; water has a high tolerance for heat (heat index); water's weight; water as a coolant; specific gravity.</p>
<i>Investigate</i> <b>conservation of physical and natural resources</b>	<p>As relating to your industry, discuss or debate the issues of</p> <ul style="list-style-type: none"> <li>• allocation of resources,</li> <li>• recovering resources, and</li> <li>• best/worst methods of using resources.</li> </ul> <p>Compare/contrast renewable and nonrenewable resources.</p> <p>Note the important developments in your industry regarding mineral, soil, water, and wildlife conservation.</p> <p>Discuss alternative sources of energy as relating to your industry.</p>
<i>Investigate</i> <b>issues regarding scientific technology</b>	<p>As relating to your industry, discuss the uses of technology. What are the newest developments? What effects does the technology have on our society? Political system?</p> <p>Discuss the role of economics on technology.</p>

<i>Apply</i> science principles/laws to environmental issues	Discuss how mankind alters the Earth and environment through pollution and the use of resources and technology.
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## **Arkansas' All Aspects of Industry**

### **Defining “All Aspects”**

All aspects of an industry include, with respect to a particular industry that a student is preparing to enter, planning, management, finance, technical and production skills, underlying principles of technology, labor and community issues, health and safety, and environmental issues related to that industry. Planning is examined at the level of both an individual business and the overall industry. Planning elements might include

- developing strategic plans — mission, vision, goals, objectives, and/or a plan of action;
- working with planning tools such as surveys, market research, and competitive analysis;
- anticipating needs for staffing and major purchases of equipment and supplies;
- developing plans for training and upgrading of staff;
- forecasting market trends; and
- developing business plans for entrepreneurial ventures.

Management addresses methods typically used to manage enterprises over time within the industry, as well as methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions. Key elements of management might include

- using an organization chart to explain how a corporate chain of command works;
- providing input for strategic plans and communicating the company's vision and mission statements;
- leading employees in carrying out strategic plans and action plans;
- evaluating employee performance;
- anticipating technology and other major purchasing needs;
- ensuring equity and access for employees;
- resolving conflicts;
- developing job descriptions and written policies/procedures;

- identifying recruitment procedures, training opportunities, methods of evaluation, and retention strategies; and
- working with professional associations and community outreach efforts.

Finance examines ongoing accounting and financial decisions and different methods for raising capital to start or expand enterprises. Finance functions might include

- developing budgets;
- preparing financial statements;
- analyzing and managing financial transactions and records;
- implementing payroll procedures;
- determining and paying taxes;
- identifying indirect wage costs (benefits, FICA, insurance, worker's compensation);
- making loans and granting credit to customers;
- developing graphs and charts related to company finances;
- identifying and implementing methods of sustaining profitability of a business;
- managing 401K plans; and
- identifying sources of capital.

Technical and production skills cover specific production techniques and alternative methods for organizing production work, including methods that diversify and rotate workers' jobs. Technical and production skills that an employee should have to succeed in a business or industry might include

- developing and upgrading job-specific skills;
- using troubleshooting and problem-solving techniques;
- analyzing information to make decisions;
- identifying and implementing quality assurance techniques;
- employing communication skills such as writing, listening, speaking, and reading;
- participating in team efforts;
- implementing projects and new techniques;

- demonstrating basic computer skills; employing time management techniques in completing projects and assigned tasks; and
- demonstrating ethical behavior and work ethic.

Principles of technology provide an integrated study across the curriculum of the mathematical, scientific, social, and economic principles that underlie the industry's technology. Principles of technology that an employee should know might be demonstrated by

- exhibiting proficiency in mathematical and scientific functions related to new and emerging technologies,
- continuously upgrading job skills needed to implement new technologies,
- participating in industry certification programs,
- cross-training to enhance one's value to the organization and to enhance job promotion opportunities, and
- understanding and adhering to ethical issues related to technologies.

Labor issues examine worker rights and responsibilities, labor unions, labor history, and methods for expanding workers' roles. Labor issues might include

- understanding and implementing worker rights and responsibilities;
- working with labor unions;
- keeping abreast of local, state, and federal legislation affecting employee and employer rights and responsibilities;
- negotiating and settling worker disputes;
- identifying certification requirements for specific jobs; and
- analyzing the impact of labor agreements on business operations.

Community issues explore the impact of the industry on the community and the community's impact on and involvement with the industry. Concepts of business and community relations might include

- developing and working with community outreach projects,
- participating on advisory committees and community organizations,

- working with professional associations,
- developing and implementing public relations plans, and
- participating in community service projects.

Health, safety, and environmental issues examine these concepts in relation to both the workers and the larger community. Concepts related to health, safety, and the environment might include

- identifying and implementing federal, state, and local regulations related to the health and safety of employees;
- understanding and strictly adhering to federal, state, and local environmental regulations related to the business;
- identifying job-specific health hazards and safety issues;
- identifying and implementing basic safety and first aid training techniques for emergencies, such as personal illness or injury, tornadoes, fires, nuclear accidents, floods, and incidences of employee-rage or violent behavior;
- communicating safety regulations and plans to employees; and
- working with selected community groups to implement safety programs.

## Exploring Industrial Technology Education Framework Cross Reference

### Original Framework Unit

### New Framework Duty EITE I

#### Communications

- Unit 1 Computer Aided Design
- Unit 2 Video Production
- Unit 3 Radio Production
- Unit 4 Desktop Publishing

- Moved to Manufacturing
- Duty B: Video Production
- Duty A: Printing and Publishing

#### Construction

- Unit 1 Architectural Design
- Unit 2 Architectural Model Building
- Unit 3 Structural Systems

- Duty C: Architectural Design
- Duty D: Bridges and Structural Systems

#### Energy, Power, and Transportation

- Unit 1 Automotive Design
- Unit 2 Flight Technology
- Unit 3 Rockets

- Duty E: Automotive Design
- Duty F: Technology of Flight

#### Manufacturing

- Unit 2 Mass Production
- Unit 3 Computer-Aided Manufacturing
- Unit 4 Mechanisms
- Unit 1 Computer-Aided Design  
(Moved from Communications)

- Duty H: Computer-Aided Manufacturing
- Duty G: Computer-Aided Design

### Original Framework Unit

### New Framework Duty EITE II

#### Communications

- New Technology Area Added

- Duty I: Geographic Information Systems

#### Construction

- Unit 4 Surveying

- Duty J: Surveying

#### Energy, Power, and Transportation

- Unit 4 Electronics

- Duty K: Electricity and Electronics

#### Manufacturing

- Unit 1 Robotics

- Duty L: Robotics